



EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE LAW JUDGE (\$54,840 – \$70,200)

The Office of Administrative Hearings (OAH) is currently accepting applications for the position of a full-time Administrative Law Judge (ALJ) in the Seattle office responsible primarily for adjudication of Social and Health Services cases. This announcement will remain in effect until the position is filled.

OAH is also accepting applications for pro tem ALJ positions in field offices around the state. The expectations regarding type of work and number of available hours for pro tem positions varies from office to office. For contact information about pro tem positions, please refer to the section entitled “Need More Information?” below.

POSITION DESCRIPTION

OAH was created in 1981 as an independent state agency responsible for providing due process for the public by conducting independent hearings for state agencies. The mission of OAH is to hold fair and independent hearings for the public and for government agencies, and to issue sound and timely decisions.

An Administrative Law Judge is responsible for providing timely and high quality administrative hearings and decisions pursuant to RCW Chapter 34.05 and other applicable laws consistent with the requirements of due process, and provides courteous and fair treatment to all concerned. An ALJ manages his/her own caseload, including all pre-hearing, hearing, and post hearing matters, and ensures that a clear and complete hearing record is made. ALJs in each field office report to a Senior ALJ assigned to that office.

QUALIFICATIONS

1. A minimum of five years' experience as an attorney.
2. Active or Judicial member of the Washington State Bar Association or such a member of any state's bar association.

HOW TO APPLY

Send a cover letter, resume, and completed state application form (click here to obtain a state job application form) to:

Office of Administrative Hearings
Attn: Human Resources
PO Box 42488
Olympia WA 98504-2488

Initial screening will be based solely on the information contained in the forms you submit.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application process or those needing this announcement in an alternative format may call 360.664.8717 or TDD: 1-800-833-6388.

NEED MORE INFORMATION?

If you have questions about the open ALJ position in Seattle, please contact Mary Radcliffe, Senior ALJ in the Seattle SHS office, at 260.464.6322 or 1.800.583.8270.

If you have questions about pro tem positions with our agency, feel free to contact the Senior ALJ in the OAH field office you are interested in working in, or contact Jan Grant or Jody Keys, Deputy Chief ALJs, at 360.664.8717. You can obtain more information about OAH by returning to our OAH Home Page (www.oah.wa.gov).